

PERFORMANCE STANDARDS
FOR MANAGERS
Revised March 2006

ELEMENT ____
EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS [in APHIS, weighted 10%]

Notes: This sample shows a stand-alone Equal Opportunity/Civil Rights (EO/CR) element and standards for a supervisor or manager.

- All USDA managers and supervisors are required by Office of Civil Rights (OCR) policy to have a stand-alone Civil Rights element.
- This includes a basic alignment statement to a USDA goal and to an APHIS Strategic Goal. You are very welcome to change or supplement this alignment statement with something more specific for your Agency or Program.
- The sample standards below are based the OCR policy document and language recommended by APHIS Civil Rights Enforcement and Compliance.
- The sample standards fully meet the requirements for a manager's stand-alone EEO/CR element. You are very welcome to supplement this with your unit-specific EEO programs, goals, and priorities.
- In the APHIS 4-level rating system, this element is weighted at 10%.
- This is typically the last element in a manager's performance plan

ELEMENT ____
EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS

The employee is responsible for ensuring equal opportunity and non-discrimination in internal personnel management practices and in the delivery of program services.

Alignment: This element supports

- USDA's goal of providing a model Civil Rights Program;
- APHIS Strategic Priority 6, Value and Invest in APHIS employees

Results and measures for FULLY SUCCESSFUL.

Evaluation is based on the supervisor's observations and reviews of work results and feedback from employees, applicants, and customers, and any civil rights reviews. The supervisor typically finds that

- Duties are performed duties consistent with civil rights and equal opportunity laws and regulations prohibiting discrimination
- Equal employment opportunity is provided for all employees and applicants for employment

- prevention and resolution of complaints are actively sought
- Employee cooperation in the EEO complaint process is provided,
- As appropriate, resources are provided to support recruitment and outreach efforts
- Appropriate disability and religious based accommodations are provided.
- Problems and disagreements in the workplace are positively addressed through communications with employees
- APHIS programs and activities are implemented in a nondiscriminatory manner to reach all eligible beneficiaries.
- Required civil rights reports and information are provided accurately and in accordance with requested formats and time frames